

APPLICATION FOR SALES AND USE TAX LICENSE

City of Longmont - www.LongmontColorado.gov

Civic Center Complex • 350 Kimbark Street • Longmont Colorado 80501 • 303-651-8672

Type of Business

- ☐ Service ☐ Wholesale
☐ Retail ☐ Other
☐ Manufacturing

Filing Frequency

- ☐ Annual Filing: No sales tax generated
☐ Quarterly Filing: Less than \$50.00 per month
☐ Monthly Filing: More than \$50.00 per month

Please enclose
a \$25.00
license fee with
application

1. Nature of Business (describe) _____ NAICS code _____

2. Business Owner _____

3. Business Name/Trade Name _____

4. Phone Number (Business) _____ Phone Number (Alternate) _____

5. Name of Contact Person _____ Email _____

6. Business Structure (check one please)

☐ *Sole Proprietor (include Social Security no.) _____

*Notarized Lawful Presence Form required with proof of identification

☐ Partnership (include Names, Social Security nos. of Partners) _____

☐ Corporation (include Federal I.D. #) _____

☐ LLC ☐ LLP (include Federal I.D. #) _____

☐ Nonprofit (include Colorado Exempt #) _____

7. Business Address (physical location) _____

Street Number

Street Name

Ste/Apt

City

State

ZIP

Check one: ☐ Commercial Establishment ☐ Private Residence*
Zoning District (Not sure? Check with Planning 303-651-8330) * (If private residence located in Longmont, you must file a Home Occupation Affidavit.)

8. Mailing Address (if different than location) _____

Street Number

Street Name

Ste/Apt

City

State

ZIP

9. Name of previous business at present location _____

10. Date business activity in Longmont begins _____

11. Number of locations in Longmont _____ (Separate application required for each location)

12. Did you purchase an existing business? ☐ Yes ☐ No

13. If answer to line 12 is yes, was Sales or Use tax paid on the assets purchased? ☐ Yes ☐ No

AFFIDAVIT

I declare, under the penalty of perjury in the second degree, that this application has been examined by me, that the statements made herein are made in good faith pursuant to City of Longmont sales and use tax ordinances and regulations and, to the best of my knowledge, are true, correct and complete.

Print Applicant or Agent Name _____

Signature _____ Title _____ Date _____

FOR OFFICIAL USE ONLY

Sales Tax Review: Account # _____ - _____ Geo: _____ Filing Status _____

NAICS Code _____ HOA Form _____ Lawful Presence Form _____ Identification _____

City of Longmont FINANCE DEPARTMENT

**Sales and Use Tax Division
Civic Center Complex
Longmont, CO 80501**

Dear Businessperson:

As an entity engaged in business within the City of Longmont, you are required to have a Sales and Use Tax License. This applies to retailers, manufacturers, wholesalers, contractors, professionals, and service businesses. Also included are any charitable, nonprofit, and tax exempt entities.

Please find an application for a Sales and Use Tax License on the reverse side of this letter. This application should be completed and returned to the City of Longmont, Sales and Use Tax Division, Civic Center Complex, Longmont, CO 80501, with the applicable \$25.00 license fee, **before** your business operations commence. Payment of the license fee does not constitute an approval of your application nor does it entitle you to operate your business. The Sales and Use Tax License is perpetual, expiring if the business terminates its operations or if there is a change in ownership.

In addition to the Sales and Use Tax License, the City of Longmont has separate licensing requirements for specific industry types and we encourage you to contact the City Clerk's office at 303-651-8649 to verify whether your business may need any additional licensing. After submitting your Sales and Use Tax License application, copies will be sent to the City's Building Inspection Division, Fire Prevention, Code Enforcement, Public Works and Natural Resources Department, and City Clerk's Office to ensure compliance with City ordinances. **The issuance of a Sales and Use Tax License does not signify that you are in compliance with Zoning, Fire Code, Occupational Licensing or other City ordinances.** If you have any concerns regarding these other departments or ordinances it is strongly suggested that you contact the Sales and Use Tax Division at 303-651-8672 **prior** to engaging in business.

You should receive your Sales and Use Tax License within two weeks. In addition to a license, monthly or quarterly filers will receive sales and use tax return forms. Annual filers' return forms will be mailed to you at the end of December. You must complete your periodic return even if you have no sales to report. If sales are zero, please indicate so on your return and send it to the Sales and Use Tax Division.

If you have any questions, you may contact a Sales and Use Tax Division staff person at 303-651-8672. A quarterly seminar is provided free to all tax filers to assist with the completion of returns and answer any questions regarding sales and use tax issues. If you are interested, please contact me to register. Thank you for your cooperation and welcome to the City of Longmont!

Sincerely,

Sales and Use Tax
City of Longmont
sales.tax@LongmontColorado.gov
303-651-8672